

Retain NCO 19 June 78 MJ

**REQUEST FOR RECORD DISPOSITION AUTHORITY**  
(See Instructions on reverse)

TO **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)

Department of State

2 MAJOR SUBDIVISION

All Foreign Service Posts

3 MINOR SUBDIVISION

Visa Records

4 NAME OF PERSON WITH WHOM TO CONFER

Paul F. Murphy

5. TEL EXT

632-8806

LEAVE BLANK	
JOB NO	<b>NC1 84 78 5</b>
DATE RECEIVED	<b>JUN 19 1978</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<u>6-26-78</u> Date	<i>James B. [Signature]</i> Archivist of the United States

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 6 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**A Request for immediate disposal.**

**B Request for disposal after a specified period of time or request for permanent retention.**

C DATE <u>6/13/78</u>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>William F. Farrell</i>	E. TITLE Chief, Records Management Staff, (FADRC/RM)
--------------------------	---	---

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p><u>Visa Refusal Cases</u></p> <p>Consists of visa dossiers on either immigrant or non-immigrant applicants who have been refused visas, including Form OF-194 (FS-290A), Refusal Worksheet, with copy of each and related and supporting documents.</p> <p>a. Cases of Living Applicants</p> <p>(1) Category one cases refused on or presumed ineligible on the basis of Sections 212(a), (23), (27), (28), and (29) of the Immigration and Nationality Act, together with related lookout cards Form OF-183 (FS-247).</p> <p>RETAIN AT POST UNTIL ALIEN IS 80 YEARS OF AGE OR OLDER AND THERE HAS BEEN NO VISA ACTIVITY FOR THE PAST 10 YEARS AT WHICH TIME DESTROY.</p> <p>(2) Category One cases refused or presumed ineligible on the basis of Sections 212(a), (2), (3), (4), (5), (9), (10), (12), (13), (17), (19), (22), and (31) of the Immigration and Nationality Act, together with related lookout cards Form OF-183 (FS-247).</p>	II-NN-3330 Item 5	<i>31 items</i>

*W.F. & agency 6-28-78 MJS*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
2	<p>DESTROY WHEN 15 YEARS OLD EXCEPT WHERE REVIEW BY CONSULAR OFFICER INDICATES NEED FOR FURTHER RETENTION, IN WHICH CASE DESTROY WHEN OF NO FURTHER REFERENCE VALUE.</p> <p>(3) Category Two (Cases refused on or presumed ineligible under all other grounds).</p> <p>DESTROY 2 YEARS AFTER REFUSAL OR 2 YEARS FROM DATE ON WHICH CASE IS RECONSIDERED ON BASIS OF NEW EVIDENCE AND AGAIN REFUSED, EXCEPT FOR 221(G) REFUSAL CASES WHICH DESTROY 2 YEARS AFTER FORM OF-194 HANDED OR MAILED TO APPLICANT (TO WHICH APPLICANT HAS NOT RESPONDED).</p> <p>b. Cases of Deceased Visa Applicants</p> <p>DESTROY UPON NOTIFICATION OF DEATH OF APPLICANT</p> <p><u>Consolidated Visa Card File</u></p> <p>a. Cards OF-183 (OF-247, OF-156 (FS-257a) or OF-224b (FS-499) on Category One refusal cases citing Sections 212(a), (23), (27), (28), or (29); cards which serve as references to confidential files relating to Sections 212(a), (23), (27), (28), or (29); and locally prepared lookout cards relating to Sections 212(a), (23), (27), (28), or (29).</p> <p><del>DESTRUCTION NOT AUTHORIZED (FORM OF 224b (FS 499) REPRESENTS "WAITING LIST"), EXCEPT FOR FORM OF 183 (FS 247) AND NIV CASES WHICH DESTROY AFTER ALIEN REACHES AGE 80 OR OLDER AND THERE HAS BEEN NO VISA ACTIVITY FOR THE PAST 10 YEARS, or the alien is known to be dead. [Schloss/Aurany, Dos, per phone 20 Jun 78, R. [unclear] NCO]</del></p> <p>b. Cards OF-183 (FS-247), OF-156 (FS-257a) or OF-224b (FS-499) on Category One Refusal Cases citing Sections 212(a) (1), (2), (3), (4), (5), (9), (10), (12), (13), (17), (19), (22), and (31); cards which serve as references to confidential files relating to the above sections of 212(a); and locally prepared lookout cards relating to the above Sections of 212(a).</p>	NN-171-172 Item 2	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
<p><i>Amended to read "OF-224" per phone by PFM/MSK, FADAL, BPL, nco 30 Jun 78</i></p>	<p>DESTROY FORM OF-<del>224</del><sup>3</sup>b (FS-499) WHEN ALIEN IS 80 YEARS OF AGE OR OLDER AND THERE HAS BEEN NO ACTIVITY FOR THE PAST 10 YEARS, EXCEPT WHERE, IN IV CASES, WAIVER IS GRANTED UNDER SECTIONS 212(G), (H), OR (I) AND IV IS ISSUED, IN WHICH CASE DESTROY FORM OF-183 (FS-247) AND FORM OF-<del>224</del><sup>3</sup>b (FS-499) 1 YEAR AFTER VISA IS ISSUED; AND EXCEPT DESTROY OF-183 (FS-247) AND NIV CASES WHEN 15 YEARS OLD EXCEPT WHERE REVIEW BY CONSULAR OFFICER INDICATES NEED FOR FURTHER RETENTION, IN WHICH CASE DESTROY WHEN OF NO FURTHER REFERENCE VALUE.</p> <p>c. Cards on Category Two Refusals.</p> <p>(1) NIV Cases (Form OF-183 (FS-247) and Form OF-156 FS-257(a)).</p> <p>DESTROY 2 YEARS AFTER LAST REFUSAL.</p> <p>(2) IV Cases (Form OF-<del>224</del><sup>3</sup>d (FS-499)).</p> <p>DESTROY WHEN ALIEN IS 80 YEARS OF AGE OR OLDER AND THERE HAS BEEN NO VISA ACTIVITY FOR THE PAST 10 YEARS, OR THE ALIEN IS KNOWN TO BE DEAD, IN WHICH CASE THE FORM(S) MAY BE DESTROYED.</p> <p>d. Cards on issued immigrant visas (Form OF-<del>224</del><sup>3</sup>b (FS-499)).</p> <p>DESTROY 1 YEAR AFTER VISA IS ISSUED.</p> <p>e. Cards on Pending IV Cases Form OF-<del>224</del><sup>3</sup>b (FS-499).</p> <p>DESTROY 3 YEARS AFTER PACKET 3, 4 OR 221(G) LETTER SENT TO APPLICANT ADVISING HIM OF TERMINATION OF REGISTRATION.</p> <p>f. Form OF-236 (FS-546) or locally prepared cards on transferred immigrant visa cases.</p> <p>DESTROY 1 YEAR AFTER TRANSFER.</p> <p>g. Cards on abandoned IV cases Form OF-224b (FS-499).</p> <p>(1) Applicants who have failed to respond to packet 3, 4 or to 221(g) refusal.</p> <p>DESTROY 3 YEARS FROM DATE PACKET 3, 4 OR 221(G) LETTER SENT TO APPLICANT ADVISING HIM OF TERMINATION OF REGISTRATION.</p>	<p>NN-171-172</p> <p>NN-171-172</p> <p>NN-171-172</p> <p>NN-171-172</p> <p>NN-171-172</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>(2) Applicants whose certificates of death have been submitted to the Consular Office.</p> <p>DESTROY WHEN 1 YEAR OLD.</p> <p>(3) Applicants who have stated in writing that they do not intend to immigrate to the United States.</p> <p>DESTROY 2 YEARS AFTER RECEIPT OF LETTER.</p> <p>h. Forms OF-156 (FS-257a) covering issued non-immigrant visas.</p> <p>DESTROY AFTER ONE YEAR EXCEPT IN CASES OF "SPECIAL" VISAS OF ANY CATEGORY, WHICH DESTROY WHEN 4 YEARS OLD.</p> <p>i. Application for Mexican Border Crossing Card, Form OF-156 (FS-257a).</p> <p>SEND ORIGINAL TO CENTRAL OFFICE, INS AFTER ISSUANCE (NO COPY TO BE RETAINED AT POST.)</p> <p>j. Application for Canadian Border Crossing Card, Form OF-156 (FS-257).</p> <p>DESTROY WHEN 1 YEAR OLD.</p> <p>k. Cards on lost or stolen passports.</p> <p>DESTROY WHEN 5 YEARS OLD.</p>	NN-173-237, Item 1	
3	<p><u>Visa General Subject File</u></p> <p>Consists of current administrative policy, precedent and procedural information usually contained in Circular Airgrams from the Department.</p> <p>DESTROY CIRCULAR AIRGRAMS WHEN NO LONGER CURRENT IN ACCORDANCE WITH 9 FAM, PART IV, APPENDIX F, CIRCULAR INSTRUCTIONS; DESTROY ALL OTHER MATERIAL WHEN OF NO FURTHER REFERENCE VALUE.</p>	II-NN-3330, Item 16	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
4	<p>Approved Petitions, INS Form I-130 (Petition to classify status of Alien Relative for issuance of Immigrant Visa), Form I-140, (Petition to Classify Preference Status of Alien on Basis of Profession or Occupation), and I-600 (Petition to Classify Orphan as an Immediate Relative), with supporting documents. Application for Alien Employment Certification; Part A, Statement of Qualifications of Alien; Part B, Job Offer for Alien Employment and Part C, Supplemental Statement for Live-at-Work job offers.</p> <p>(a) In Category One Refusal Cases</p> <p>RETURN PETITIONS I-130, I-140 AND I-600 DIRECTLY TO APPROVING OFFICE OF INS (OR TO DISTRICT OFFICE OF PETITIONER RESIDENCE IF APPROVED BY CONSULAR OFFICER) WITH SUPPORTING DOCUMENTS AND EXPLANATION, EXCEPT IN CASES WHERE A WAIVER OF INELIGIBILITY IS POSSIBLE UNDER SECTION 212(G), (H), OR (I) OF THE IMMIGRATION AND NATIONALITY ACT. APPLICATIONS FOR ALIEN EMPLOYMENT CERTIFICATES PART A SHOULD BE RETURNED TO APPLICANT AND PARTS B AND C TO THE EMPLOYER.</p> <p>(b) In Category Two Refusal Cases</p> <p>DESTROY WHEN ALIEN IS 80 YEARS OF AGE OR OLDER AND THERE HAS BEEN NO VISA ACTIVITY FOR THE PAST 10 YEARS, OR THE ALIEN IS KNOWN TO BE DEAD.</p> <p>(c) In abandoned cases (i.e., the visa applicant has died or has indicated in writing he does not intend to immigrate to the United States).</p> <p>RETURN DIRECTLY TO APPROVING OFFICE OF INS (OR TO DISTRICT OFFICE OF PETITIONERS RESIDENCE IF APPROVED BY CONSULAR OFFICER) WITH EXPLANATION.</p> <p>(d) In Issued Visa Cases</p> <p>ATTACH TO ORIGINAL OF ISSUED VISA.</p> <p>(e) In cases where petitioner dies or withdraws petition.</p> <p>RETURN DIRECTLY TO APPROVING INS OFFICE (OR TO DISTRICT OFFICE OF PETITIONERS RESIDENCE IF APPROVED BY CONSULAR OFFICER) WITH EXPLANATION.</p>	<p>NN-164-148 Item 4</p> <p>NN-171-172, Item 3b</p> <p>II-NN-3330 Item 10</p> <p>II-NN-3330 Item 10</p> <p>II-NN-3330 Item 10</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
5	<p>(f) In cases where applicant has failed to pursue application.</p> <p>RETURN I-130, I-140, I-600 PETITIONS TO INS APPROVING OFFICE (OR DISTRICT OFFICE OF PETITIONER'S RESIDENCE IF APPLICATION APPROVED BY CONSULAR OFFICER). RETURN APPLICATIONS FOR ALIEN EMPLOYMENT CERTIFICATION PART A TO APPLICANT AND PARTS B AND C TO EMPLOYER.</p> <p>Application for Verification of Information from Immigration and Naturalization Service Records (Form G-641).</p> <p>(a) In Issued Visa Cases</p> <p>ATTACH TO ORIGINAL OF ISSUED VISA</p> <p>(b) In Category Two Refusal Cases</p> <p>RETAIN AND DESTROY WITH FILE AFTER NOTING PERTINENT DATA ON OF-224B (FS-499).</p> <p>(c) In Abandoned Cases (i.e., the visa applicant has died or has indicated in writing he does not intend to immigrate) and in cases where alien resident has died.</p> <p>DESTROY IMMEDIATELY</p> <p>(d) In cases where applicant has failed to pursue application.</p> <p>DESTROY TWO YEARS AFTER SENDING PACKET 3, 4 OR 221(G) REFUSAL LETTER TO WHICH ALIEN HAS NOT RESPONDED.</p>	<p>II-NN-3330 Item 10</p>	
6	<p>Immigrant Visa Number Control Sheet Form FS-470</p> <p>DESTROY WHEN 2 YEARS OLD.</p>	<p>II-NN-3330 Item -1</p>	
7	<p>Quota Waiting List (Form FS-417)</p> <p>CONVERT ANY PENDING NAMES TO OF-224B (FS-499 CARDS AND DESTROY LIST.</p>	<p>NN-171-172 Item 8</p>	